



**17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037**

**DRAFT**

**LIBRARY COMMISSION**

**REGULAR MEETING**

**AFTER ACTION**

**MONDAY, OCTOBER 7, 2002**

Morgan Hill Civic Center  
17555 Peak Avenue  
Morgan Hill, CA 95037

Chair  
Vice-Chair

Kathleen Stanaway  
Jeanne Gregg

Member  
Member  
Member  
Member  
Member  
Member  
Member

Charles Dillmann  
Charles Cameron  
Kathleen Keeshen  
George Nale  
Mary Ellen Salzano  
Einar Anderson  
John Boyne

**7:00p.m.**

**CALL TO ORDER**

Chair Stanaway

**ROLL CALL ATTENDANCE**

Commissioner Salzano - Absent

**DECLARATION OF POSTING OF AGENDA**

Per Government Code 54954.2

**PLEDGE**

Led by Chair Stanaway

**PUBLIC COMMENTS**

None

**REPORTS:**

**1. COUNTY LIBRARY REPORT**  
Legislation-Funding and Budgeting-  
Joint Powers Authority

**Acting County Librarian Julie Farnsworth**

Acting County Library Julie Farnsworth reported the Retirement Dinner for County Librarian Fuller was a success. She thanked the Commissioners from Morgan Hill who attended the dinner for their support. Ms. Farnsworth announced Council Member Steve Tate will serve on the panel to identify a successor for County Librarian Fuller. She stated she hoped the new County Librarian would be on board in January 2003.

Ms. Farnsworth announced the State Budget was now final and library services throughout the State were cut for fiscal year 2002/2003. The Santa Clara County Library System was in good shape in comparison to other cities and counties. The JPA meeting will be held on October 24, 2002 and the agenda will concentrate on financial issues. The next meeting will be held in January 2003. Ms. Farnsworth also announced the Santa Clara County Library was again ranked first in the HAPLR Rankings, a national ranking system for library services. The Santa Clara County Library was ranked number one in the nation for metropolitan areas between 250,000 and 500,000 in population. There are 90 other Library Systems within this category. Commissioner Keeshen asked if the Commission could receive a copy of the report. Ms. Farnsworth stated she would forward the report to the Staff Balagso for distribution

**2. MORGAN HILL LIBRARY REPORT**  
User Statistics-Staffing-Programs-Upcoming Events

**Community Librarian Sarah Flowers**

Community Librarian Flowers reported on the library display done in cooperation with the City for the Taste of Morgan Hill. The display was a success and she thanked Commissioner Nale and his wife for volunteering to staff the booth. There were also many members of the Friends of the Library who volunteered their time throughout the two day event. Ms. Flowers announced the Library recently experienced a plumbing crisis, but that it had been repaired. Commissioner Boyne asked if there had been any damage to the Library and Ms. Flowers responded there was no permanent damage.

Ms. Flowers stated the Office of Library Construction announced the Library Construction Board Members will meet on December 2, 2002 to deliberate and select the grant award recipients for Cycle 1. The meeting will be public and the Library and City of Morgan Hill will coordinate to send representatives from Morgan Hill. Members of the public are welcome at the meeting.

Ms. Flowers distributed an "Easy Reading Voter Guide" published by the League of Women Voters in partnership with the Office of the Secretary of State. The Guide was included in the San Jose Mercury and Morgan Hill Times. This Guide is also available at the Library. Ms. Flowers also announced she had attended a workshop on "Green Library Buildings." Commissioner Keeshen asked if there had been any changes in the statistics on the number of library patrons. Ms. Flowers responded there had been no significant change. However, the significant population growth in Morgan Hill and the surrounding areas had resulted in a steady increase in the number of library patrons over the last few years.

**3. LEGISLATIVE COMMITTEE**

**Members Cameron and Dillmann**

Commissioner Dillman stated the Committee had no report at this time

**4. SISTER CITY COMMITTEE**

**Members Dillman, Anderson, Boyne and  
Nale**

Commissioner Dillman stated it is probably too early to begin formal discussions between the Sister Cities Committee and the Library Commission on the Sister Cities display on the grounds of the new library. The Committee is waiting for the results of the Proposition 14 Bond Grant application. Commissioner Dillman announced Sister Cities Committee does have items that could be displayed at the the Community and Cultural Center. He also announced a plate given to the City of Morgan Hill from San Miguel(?) was missing or stolen from the Taste of Morgan Hill event. Commissioner Nale announced the City of Morgan Hill will have its first official sister city on October 12, 2002. Mayor Kennedy is traveling to San Casciano Italy to formalize this relationship.

**BUSINESS:**

**5. SUNDAY HOURS FOR MORGAN HILL PUBLIC LIBRARY**

**Recommended Action: Information Only.** Library staff to provide information on the cost of half day operation of the Library on Sunday and the potential impact on staff.

Community Librarian Flowers handed out an information sheet, which included the estimated staff costs and new staff required for Sunday Hours. Ms. Flowers stated that utilities and other costs were not part of this estimate because they will be paid by the County Library as part of the on-going operating costs. She clarified for the Commission that "Coded" staff means benefitted staff. Ms. Flowers stated that although the Library would only be open four hours on Sunday, the staff time involved would amount to almost a regular eight our work day (i.e. preparation, sorting etc.) Commissioner Nale asked if the union precludes volunteers from filling positions that would regularly be filled by library staff. Ms. Flowers responded that the union does prohibit volunteers from performing the services a librarian or staff member would perform during a normal work day. However, volunteers could perform some selected duties. She also indicated that staffing issues on Sundays could potentially be a problem on days such as Mother's Day, Father's Day and Easter Sunday. Absenteeism is also a potential problem on Sundays throughout the year.

Ms. Flowers explained the funding sources for Sunday hours would be from both the City of Morgan Hill and the County Library. The County uses a formula to determine shared costs by the City and the County through which the City of Morgan Hill is responsible for library services for its residents and the County is responsible for services for residents of the unincorporated areas and other non-Morgan Hill residents.

Commissioner Dillman asked if the County Board of Supervisors would have to approve the County's portion of the costs for Sunday Hours. Acting County Librarian Farnsworth responded a negotiated agreement passed in 1980, would provide for County funding of Sunday Hours. Therefore, the issue would not have to go before the Board of Supervisors. Commissioner Dillman also asked if there was a method to measure the success of the Sunday Hours prior to a permanent commitment from both the City and County to provide these extra hours. Ms. Flowers responded that there is no current method and there have been no studies or "trial runs" of Sunday Hours to determine the rate of success. Ms. Flowers stated that circulation would probably be increased by opening on Sunday. Ms. Farnsworth concurred that this would be a natural result of the extra hours. Both Los Altos and Cupertino libraries are open on Sunday and the circulation in both libraries increased upon adding Sunday hours.

Chair Stanaway asked if there was any alternative sources of funding for Sunday hours. Ms. Flowers stated the Morgan Hill Library could cut four hours from its current schedule to enable the library to open on Sunday without incurring additional costs. Ms. Flowers then stated "the question would then be, which hours should be cut?" Acting County Librarian Farnsworth stated that communities usually don't react positively when things, such

as library services are taken away. Commissioner Dillman asked if Sunday hours were more common in areas with a higher income per capita. Both Ms. Flowers and Ms. Farnsworth responded "yes", because these areas are better able to fund the Sunday hours, either by a contribution by the individual city or by the contributions of the local chapter of the Friends of the Library. Commissioner Dillman asked if there would be any practical way to run a test to determine if the City of Morgan Hill would be receptive and supportive of Sunday hours. Both Ms. Flowers and Ms. Farnsworth responded no test or trial period could take place during this fiscal year. Ms. Farnsworth stated there were discussions in 1991-1992 to add Sunday hours, but the City of Morgan Hill determined it would be too costly. Commissioner Cameron stated he liked Commissioner Dillman's concept of a trial period, but felt the long-term commitment of both the City and County were needed in order to help the success of additional Sunday hours. Commissioner Boyne asked if City and County funding were the only methods to fund the additional hours. Ms. Farnsworth responded donations and contributions have been successful in other cities such as Saratoga. In Saratoga, the Friends of the Library is able to raise adequate funds to contribute to Sunday hours. Commissioner Keeshen stated she thought there might be funding available from the State to help fund Sunday hours. Both Ms. Flowers and Ms. Farnsworth stated they were not aware of this funding. Commissioner Keeshen offered to conduct research to determine the availability of funds.

Community Librarian Flowers stated Sunday hours are desirable and are beneficial to the community, but that the cost of staffing the library poses a significant challenge. She also stated that "buy-in" from the Library staff is critical to the success of Sunday hours. Commissioner Keeshen stated that having the library open and accessible to patrons who could not get to the library during the week is essential. She suggested the library might examine closing the library during the morning hours on a weekday to allow the library to be open on Sunday afternoon. Ms. Flowers stated this would require cutting library services such as Story Time. Commissioner Cameron stated the Library is busy on Tuesday and Wednesday as well as Thursday (Story Time day), therefore it is difficult to determine which day to cut. Commissioner Keeshen suggested corporations and foundations could be tapped to fund Sunday hours. Commissioner Boyne stated that the City of Morgan Hill's emphasis on youth and youth empowerment could be a positive factor in persuading corporations and foundations to fund the additional hours. He also stated the fact that the Santa Clara County Library System is ranked first in the nation in the HAPLR Rankings should be emphasized.

Commissioner Keeshen stated she feels it is the role of the Library Commission to help the City Council recognize the need for Sunday hours and the benefits the additional hours would have on the community. Chair Stanaway stated she believed the members of the Library Commission were in agreement about the need for Sunday hours, but the Commission needed to identify method(s) to achieve Sunday hours. Commissioner Dillman stated he has calculated that Sunday hours would cost each library patron approximately \$.16 per book, based on an annual circulation of 500,000. Vice Chair Gregg posed the question to both Ms. Farnsworth and Ms. Flowers as library professionals, if they felt the need for Sunday hours. Ms. Flowers responded that it has been one of her goals as Community Librarian to add hours on Sunday and that she feels Sunday hours are necessary and would be a benefit to the community. Ms. Farnsworth stated she felt Sunday hours would be beneficial to the community, but that there might be some negative feelings on the addition of hours on Sundays from some members of the religious community. Commissioner Boyne asked what the actual hours would be on Sunday. Ms. Flowers stated the Library would be open from 1:00 p.m. to 5:00 p.m. This would be after Sunday services for many churches and the traffic from St. Catherine's Parish across the street would be over at that time.

Commissioner Dillman stated the Library Commission could do the following on this issue:

1. Recommend to City Council to fund Sunday hours
2. Not make a recommendation due to a lack of identification of a quantifiable benefit to community
3. Conduct a survey to determine interest and support in community

Commissioner Nale stated he felt there would definitely be community support if Morgan Hill received the Proposition 14 grant. Commissioner Boyne said he agreed there would be community support, but the City of Morgan Hill needs the addition of Sunday hours now. He suggested the City and County look seriously at outside funding sources. Commissioner Cameron stated a private foundation might be a good funding source. A foundation

would invest in the community and might continue to support the Sunday hours if proven successful and beneficial. Vice Chair Gregg stated the City Council listens to public input and if there was enough public interest and support for Sunday hours, the Council would consider allocating funds. She suggested holding public meetings, asking community members to speak at City Council meetings and contacting the Morgan Hill Times to write an article following these meetings. Chair Stanaway stated a survey included in City Visions or at the library might be a good way to determine whether or not there is support for Sunday hours. County Librarian Flowers offered to help Chair Stanaway develop a short survey. Chair Stanaway then stated that the current library hours were determined by someone and asked Ms. Flowers and Ms. Farnsworth if they knew the reason behind the current schedule. Ms. Farnsworth responded the library hours were developed 30 years ago and that it was decided then that Sunday hours would be funded by individual cities. Commissioner Keeshen emphasized that Sunday hours would provide the members of our community who cannot use the library during the week, with more equitable access to the library and its services. She stated she felt this would be very important for patrons and children of patrons with limited English skills.

Staff Balagso stated the City of Morgan Hill could not allocate funding for Sunday hours during this fiscal year. Commissioner Dillman stated the City will begin to prepare its budget for next fiscal year soon. Therefore, action must be taken to request funding for the next fiscal year. Commissioner Anderson stated the Library Commissioners are in agreement that the City Council must be approached to allocate funding. He suggested a motion be made. Commissioner Boyne asked how much funding should be allocated. Ms. Flowers answered that based on a 5% increase in costs, the allocation request should be approximately \$75,000. Commissioner Keeshen asked what would the process be once the motion was passed. Staff Balagso responded that the item will be placed on the City Council agenda for consideration. A staff report which contains the Library Commission's motion and the background information regarding the need for funding will be presented to the Council Members. Commissioner Dillman suggested Commissioner Keeshen work with city staff to develop the report to Council. Commissioner Cameron volunteered to work with Commissioner Keeshen and city staff. Chair Stanaway suggested a short poll be taken at the library, rather than a survey, that will indicate whether there is community support. Ms. Farnsworth mentioned the Campbell Library conducted a similar poll. She offered to forward that poll to Ms. Flowers and she in turn, will bring the poll to the November meeting. Ms. Farnsworth stated that in order for the Library Commission's recommendation to go before City Council in December or January of 2003, the poll would have to be conducted during November. Commissioner Nale suggested Candidates Night for the Morgan Hill City Council might be a good place to raise the issue of Sunday hours.

Commissioner Anderson motioned the following recommendation be approved by the Library Commission:

The Morgan Hill Library Commission recommends to the City Council that \$75,000 be appropriated during fiscal year 2003/2004 to fund the City's portion of operating costs to open the library to the public for four hours, 1:00 pm. to 5:00 p.m., on Sundays. Sunday hours to begin in July 2003.

Commissioner Dillman seconded the motion. Motion approved (8:0.)

**6. DEMOGRAPHICS OF LIBRARY CONSTITUENCY.**

**Recommended Action: Information Only.** Library staff to provide information on groups and individuals served by the Library as well as the identification of the library service needs of each.

Community Librarian Flowers announced she will provide this report at the November meeting. She stated the School District no longer had a full-time District Librarian. The District consolidated the four positions for credentialed librarians into three positions. Commissioner Boyne motioned to defer this agenda item to the November meeting. Commissioner Anderson seconded the motion. Motion Approved (8:0)

**7. JAMES BOYS' RANCH LIBRARY PROJECT**

**Recommended Action: Information Only.** Commissioner Salzano to provide an update on the status of project.

Commissioner Salzano was not present at the meeting to provide information on this item. Commissioner Boyne motioned to defer this item to the November meeting. Commissioner Anderson seconded the motion. Motion approved (8:0)

**8. CALIFORNIA LIBRARY ASSOCIATION CONFERENCE, NOVEMBER 15-18, SACRAMENTO, CA**

**Recommended Action: Action Item.** Library Commission to select representative(s) to attend conference on behalf of City of Morgan Hill Library Commission. Staff to provide information on funds available for registration fees, lodging, and transportation.

Chair Stanaway asked for volunteers interested in attending the conference. Commissioners Anderson, Boyne and Keeshen volunteered to attend. Commissioner Keeshen asked if there was funding available for three Commissioners. Staff Balagso responded there were adequate funds available for all three Commissioners to attend the conference plus the Institutes. Commissioners Anderson, Boyne, and Keeshen will contact Staff Balagso regarding lodging, registration and fees. Commissioner Dillman motioned to approve the three Commissioners attend the conference. Commissioner Nale seconded the motion. Motion approved (8:0).

**9. DRAFT OF LETTER FORWARDED TO CITY LEGISLATIVE COMMITTEE REGARDING COPYRIGHT LEGISLATION**

**Recommended Action: Information Only.** Staff to provide draft letter prepared by County Librarian Susan Fuller regarding Anti-counterfeit legislation (S2395) and potential legislation regarding database protection. Pursuant to City policy, final letter to Senators Feinstein and Boxer was prepared by Legislative Committee.

Staff Balagso provided the Library Commission with a copy of the letter sent to Senators Feinstein and Boxer by the Legislative Committee regarding S2395 – Anti-counterfeiting legislation and prospective legislation regarding database.

**10. RALPH M. BROWN ACT**

**Recommended Action: Information Only.** Background and provisions of this legislation which governs the public notice of agendas and meeting conduct of all legislative bodies, including all Commissions and Advisory Committees.

The City of Morgan Hill sponsored a Leadership Forum for Commissioners and Advisory Board Members on September 22, 2002. A presentation on the Brown Act was conducted by City Attorney Helene Leichter and City Clerk Irma Torrez. A copy of the presentation was provided to the Library Commission to highlight the need to curtail conversations among three or more Commissioners regarding Library Commission business and prospective agenda items. Email is also considered a form of conversation, therefore, emails sent out to Library Commissioners by Library Commissioners should be for information purposes only. A response could result in violation of the Brown Act.

**CONSENT CALENDAR:**

**11. APPROVAL OF MEETING MINUTES OF SEPTEMBER 9, 2002**

\_\_\_\_\_ Motion to approve minutes as amended. Commissioner Dillman motioned to approve the minutes as amended. Commissioner Nale seconded the motion. Motion approved (8:0.)

### **ANNOUNCEMENTS**

Commissioner Anderson visited the Rhonert Park Library designed by Noll & Tam. The library is still in the final stages of construction and Commissioner Anderson and his wife were not able to go inside the library. He suggested a field trip to this library when it is officially open might be appropriate for the Library Commission.

Commissioner Boyne stated that during the Leadership Forum, members of the Youth Advisory Committee expressed an interest in youth representation on all City Commissions. Commissioner Boyne would like to explore the possibility of adding a youth representative to the Library Commission.

**FUTURE AGENDA ITEMS:** **Purpose:** Commissioners and staff to recommend items to be placed on the agenda.

Strategies to Obtain Corporate Support for Library  
Evaluation of Technology and Technological Services Provided by Library  
\_\_\_\_\_Library of the Future

**ADJOURNMENT** To the November 4, 2002 Library Commission Meeting.

Commissioner Dillman motioned to adjourn the meeting. Commissioner Anderson seconded the motion.  
Motion approved (8:0) Meeting adjourned at 9:03 p.m